

Ford County Public Health Department COMMUNITY HEALTH COORDINATOR

TITLE: Community Health Coordinator

REPORTS TO: Director of Operations/Communicable Disease Coordinator

QUALIFICATIONS

1. Has a bachelor's degree in Public Health Administration or Social Services related degree.
2. At least two (2) years in public health, child-family services or related experience
3. Must be adept at public speaking and have excellent writing skills
4. Must have ability to communicate effectively with consumers, governmental entities, health care providers and other resources
5. Must have good working knowledge of Word, Excel, PowerPoint, and Publisher
6. Must have some knowledge or previous experience in marketing
7. Must be able to work extended hours, whenever required
8. Possesses and maintains good physical stamina and mental health
9. Must be licensed driver with automobile that is insured and is in good working order.

SUMMARY OF JOB DESCRIPTION

The Community Health Coordinator is primarily responsible for coordinating community health services for the purpose of meeting the goals as outlined and defined in the county IPLAN as filed with the Illinois Department of Public Health. The Community Health Coordinator will meet with individuals and/or organizations that have an interest in furthering the cause of community health issues as delineated in the IPLAN. The Community Health Coordinator will facilitate media dissemination of information necessary to inform the consumer and general public as to plans, accomplishments and strategies to implement the IPLAN's goals. The Community Health Coordinator will work closely with governmental entities regarding budgeting, funding resources; including but not limited to governmental grants, private grants, contracts and other funding sources. The Community Health Coordinator will write or cause to be written strategic plans, grant applications, and other documents necessary to fulfill the goals outlined in the IPLAN. Supervises the communication patterns and marketing of health information thru data channels such as but not limited to social and professional medical media. Monitors and designs social media efforts to allow for co-branding the messages with other IPLAN partners.

Ford County Public Health Department COMMUNITY HEALTH COORDINATOR

RESPONSIBILITIES AND DUTIES

1. Processes routine lists, reports and forms related to program specific requirements.
2. Enters data in the different computer social marketing formats accurately and in a timely manner.
3. Responsible for scheduling and recording of all social marketing for the IPLAN information and for its partners.
4. Assists in the preparation of monthly, quarterly, and annual reports as needed.
5. Organizes and maintains complete and accurate communication utilization records to assess target market penetration and impact objectives.
6. Communicates with public health administrator regarding assignments.
7. Performs other duties as required or assigned.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by the Community Health Coordinator. The Community Health Coordinator may be requested to perform job related tasks other than those stated in this description.

WORKING CONDITIONS

1. General office environment.
2. Possible exposure to infectious diseases.
3. In and out of automobile.

CONTINUING EDUCATION REQUIREMENTS

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by their immediate supervisor. All agency personnel must attend mandatory educational programs.